

JOB VACANCY ANNOUNCEMENT

DEVELOPMENT PROGRAM SPECIALIST

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Development Program Specialist, assigned under the Office of Education (OEd). The successful candidate will lead the program and budget operations within OEd and coordinate with other USAID/Philippines offices and stakeholders to ensure successful implementation of portfolio requirements for USAID education programming in the Philippines.

The Development Program Specialist performs five basic functions: 1) lead the preparation of program, and formulation of budget specific documents for program implementation including the office's procurement plan and budgets, 2) monitor, analyze and report on the office's program compliance with targets under USAID initiatives and other Presidential initiatives; 3) lead office response to Washington, Program Office and Embassy taskers and other reporting requirements, 4) advise the Office Director and technical staff on budget and program matters, 5) liaise with the Program Office, Regional Financial Service Center, and Regional Office for Acquisition and Assistance on program operations and other budget issues. S/He serves as the OEd's primary point of contact on matters relating to program planning and reporting within the office.

The Specialist must exercise superior judgment of a skilled, highly capable, and experienced operations specialist.

The candidate must meet the following Evaluation Criteria:

***Education (5%)** A University degree in business, accounting, finance, economics or related disciplines is required. An advanced degree in one of the above fields, or in international development-related fields, is highly desired.

***Work Experience (5%)** Five to seven years of progressively responsible work experience in financial analyses, budget planning, justification, and execution, or accounting are required. Experience in program/project design and planning, program/project budgeting, and evaluation, or closely related work is required. At least two years of this experience should have been in the field of development assistance.

***Job Knowledge (20%)** A thorough knowledge and understanding of budgeting and accounting principles, theories, practices, and terminology, and a thorough knowledge, or the ability to quickly gain such knowledge, of United States Government appropriation, allotment, accounting, and other budgeting procedures are required. A good understanding and in-depth knowledge, or the ability to quickly gain understanding and knowledge of USAID's administrative and functional structures; USAID goals for the Philippines; and an understanding of the political and economic situation in country; constraints to development; areas of USAID manageable interest/involvement; and an awareness of key donor organizations, private organizations, non-government organizations, and other workings in the country are highly desired.

***Skills and Abilities (35%)** Must have the ability to program and analyze budgets; must be able to collect and analyze complex data and prepare logical, precise, accurate, and complete reports; must be able to analyze accounting records and determine the need for various types of entries and adjustments; to record, reconcile, and balance accounts; and, to relate the purpose and objectives of programs/projects to their costs and fiscal requirements; and to develop budgets based on project performance. S/He must be able to relate funds management to Mission Development Objective Teams; and, to understand and effectively communicate changes in strategic program priorities and their implications for budget management, and to recommend appropriate adjustments to OEd financial plans. S/He must have problem-solving skills and the ability to recommend solutions in complicated situations, taking into consideration myriad factors and variables, such as late budget appropriations and delayed availability of funds, uncertain funding levels, and unexpected budget reductions or increases.

***Communication and Computer Skills (35%)** Excellent command of English (both written and oral); must be knowledgeable in MS Office applications, such as Word, Excel, and Power Point, and data-base management; and ability to develop and deliver professional quality reports and presentations. Strong interpersonal and teamwork skills are essential.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary will be negotiated based on a combination of the candidate's salary history and of the organization's pay plan.

Note: USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.

Application letter and comprehensive resume must be received via email at aidmnlhr@usaid.gov no later than March 28, 2014